

City of Santa Fe Television Production Request Form

Date: _____
From: _____ Dept/Div: _____
Phone: _____ Fax: _____ Email: _____
What is the deadline for the final finished product? _____

What type of production, check below:

- _____ ½ hour television show
_____ Mini-documentary about an activity, event or initiative
(i.e. Mayor's Arts awards, Triathlon, 400th Anniversary)
_____ Series – involving staff work over a set period of time
(i.e. documenting the building of the convention center over two years)
_____ Commercial or Public Service Announcement
_____ Voice recording for radio
_____ Other (explain) _____

1. What do you want to use the show for: _____
2. What is the subject of the show: _____
3. How long do you want the final show to be: _____
4. What type of footage do you want in the show? (i.e. interviews, outdoor scenery, people in action, graphics/slides with text) _____
 - a. If interviews, how many? _____
5. How many locations or different events do you want filmed: _____
6. Do you want someone's voice recorded over the footage: _____
 - a. If so, whose voice and what is his/her contact information? _____
7. Do you have existing images (still photos, footage, logo) that you want included in the final product? _____
8. Do you have a production style in mind? (i.e. MTV, Discovery Channel, Nightly News). Please describe: _____

Your signature: _____

Your Department Director's signature: _____

Script provided by applicant? _____ Yes _____ No

If yes, date provided? _____

Supplies requested from applicant for this production

CDR _____ DVD _____ Photo Paper _____ Tapes _____ Other _____

Approved _____ Rejected _____

Multimedia Manager: _____

Comments: _____
